

The College of the Albemarle

ELIZABETH CITY, NORTH CAROLINA



*College Parallel and Terminal Program Catalog 1964-65 in Liberal
Arts, Business Education and Business Administration*

Catalog 1964-65

SPECIAL NOTICE TO NEW STUDENTS

SUMMER SESSION 1964

New students are encouraged to attend the Summer Session of The College of The Albemarle.

The transition from high school to college is not easy for most students. Give yourself a chance to become adjusted to college study requirements and to adopt good work habits, or remove deficiencies.

Many first year courses will be offered this summer during the two summer terms. During the first term any new student enrolled in one or more courses may attend a special program designed to teach the student how to study, and to best insure success in college.

FIRST TERM REGISTRATION JUNE 6, 1964 CLASSES MEET JUNE 8-JULY 14

Tentative Schedule

FIRST TERM

History 11, Survey of Western Civilization
English 11, 1st Sem. Freshman English
English 21, English Literature Survey
Math 11, College Algebra
Spanish 11, 1st Sem. 1st Year Spanish
Biology 11, Botany
Math 14, Engineering Drawing

SECOND TERM REGISTRATION JULY 15 CLASSES MEET JULY 16-AUG. 22

Tentative Schedule

SECOND TERM

History 12, 2nd Sem. Freshman History
English 12, 2nd Stm. Freshman English
English 22, 2nd Sem. Eng. Lit. Survey
Math 12, Trigonometry
Spanish 12, 2nd Sem. 1st Year Spanish
Biology 12, Zoology
Math 15, Engineering Drawing

Write for or Call and Ask for an Evening School Schedule, The College of The Albemarle, 1515 Riverside Ave., Elizabeth City, N. C. Call 335-5461.

**COLLEGE
OF THE
ALBEMARLE**

ELIZABETH CITY, N. C.

FOURTH YEAR — JANUARY 1964



Catalog 1964-65



**THE COMMUNITY COLLEGE
OF
PASQUOTANK COUNTY
SERVING
THE ALBEMARLE SOUND AREA**

1964

JANUARY 1964						
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DECEMBER 1965						
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COLLEGE CALENDAR



SUMMER SESSIONS 1964-65

June 6	Saturday, First Term Registration.
June 8	Monday, Classes Start.
July 14	Tuesday, First Term Ends.
July 15	Wednesday, Second Term Registration.
July 16	Thursday, Classes Start.
August 22	Saturday, Summer School Closes.

FALL SEMESTER 1964-65

September 8	Faculty Report.
September 9-10	Wednesday and Thursday, Freshmen and Transfer Students Orientation.
September 11	Friday, Registration.
September 14	Monday, Classes Begin.
September 18	Friday, Last Day for Late Registration.
October 23	Friday, Last Day to Drop Courses without Penalty.
November 25	Wednesday, Close of Classes. Thanksgiving Vacation begins.
November 30	Monday, Thanksgiving Vacation ends 8:20 A.M.
December 7-11	Monday-Friday, Pre-Registration for Spring Semester.
December 22	Tuesday, Close of Classes. Christmas Vacation begins.
January 4	Monday, Classes resume at 8:20 A.M.
January 18-22	Monday-Friday, Semester Examinations.

SPRING SEMESTER 1964-65

January 25	Monday, Registration Spring Semester.
January 26	Tuesday, First Day of Classes.
February 1	Monday, Last Day for Late Registration.
March 8	Monday, Last Day to Drop Courses without Penalty.
April 14	Wednesday, Easter Holidays begin at Close of Classes.
April 19	Monday, Easter Holidays end at 8:20 A.M.
May 20-26	Thursday, Final Exams.
May 29	Saturday, Class Day.
May 30	Sunday, Graduation.

COLLEGE OF THE ALBEMARLE



BOARD OF TRUSTEES

Joseph P. Kramer, Chairman
Clyde Small, Jr., Vice-Chairman
J. Carroll Abbott, Treasurer
Dr. Robert I. Hislop, Secretary

APPOINTED BY THE GOVERNOR

William F. Ainsley, 6/30/69
Vernon G. James, 6/30/71
C. Alden Baker, 6/30/67
M. K. Fearing, Jr., 6/30/65

APPOINTED BY CITY COUNCIL OF ELIZABETH CITY

John Wood Foreman, 6/30/65
Charles M. Gordon, 6/30/65

APPOINTED BY BOARD OF PASQUOTANK COUNTY COMMISSIONERS

H. A. Reid, 6/30/65
Clyde Small, Jr., 6/30/65

APPOINTED BY ELIZABETH CITY SCHOOL BOARD

J. Carroll Abbott, 6/30/67
Joseph P. Kramer, 6/30/67

APPOINTED BY PASQUOTANK COUNTY BOARD OF EDUCATION

J. Henry LeRoy, 6/30/67
John H. Moore, 6/30/67

Robert I. Hislop, *President*

OFFICERS OF ADMINISTRATION

Dr. Robert I. Hislop	President
Dr. Dewey Stowers	Dean
Walter J. Melko	Ass't Dean of Technical and Vocational Studies

FACULTY

Boada, Alexandra	French and Spanish
	<i>B.A., U.N.C.; A.M., University of Havana; Additional Graduate Work, U.N.C.</i>
Boomer, Hortense	Librarian
	<i>B.A., East Carolina; S.B., Lib. Science, U.N.C.</i>
Crump, James	Mathematics
	<i>A.B., Elon College; M.A., Appalachian State Teachers College.</i>
Davis, Claude	English
	<i>A.B., Elon College; M.Ed., U.N.C.</i>
Ford, Austin	Chemistry
	<i>B.S., East Stroudsburg State Teachers College; M.Ed., Pennsylvania State University; Additional Graduate Work, George Washington University.</i>
Hislop, Robert I	Economics
	<i>L.L.B., L.L.M., Brooklyn Law School of St. Lawrence University; Ph.D., University of Colorado.</i>
Jones, Ray S., Jr.	Education
	<i>B.S., Wake Forest College; M.A., East Carolina.</i>
King, Robert	Biology
	<i>A.B., Elon College; M.A., Appalachian State Teachers College; Additional Graduate Work, N. C. State.</i>
McCraw, Walter	English
	<i>A.B., Elon College; M.Ed., U.N.C.; Additional Graduate Work, U.N.C.</i>
Salmon, Joseph M.	History
	<i>A.A., Chipola Junior College; B.S., Troy State College.</i>
Stowers, Dewey	Social Science; Geology
	<i>A.B., Dickinson College; M.A., Peabody College; Ed.D., Duke University.</i>
Trathen, John A.	Business
	<i>B.S., Bucknell University; M.Ed., U.C.L.A.; Additional Graduate Work, U.C.L.A., Syracuse, Columbia University.</i>

GENERAL INFORMATION



Objectives of the College

The College of The Albemarle, established under the Legislative Act of 1957 known as "The Community College Act," strives to serve the community by providing for young people and adults education for cultural development, for responsible citizenship, and for enriched personal living. The major aims of the College are to prepare students for admission to senior colleges or universities, to prepare them for vocational competency, to help them adjust to the complexities of modern living, and to make available when feasible continued opportunities in cultural, vocational, and general education for adults.

History

The seed of the idea for a College in Elizabeth City was planted with the Elizabeth City Chamber of Commerce in 1957 when the State Department of Public Instruction was considering a technical college for Elizabeth City. The technical college idea was abandoned when the Community College Act was passed to assist counties to establish their own junior colleges.

Several plans and ideas were advanced by the Chamber during the next few years without being vigorously promoted until 1960 when the former Albemarle Hospital building, which seemed adaptable for college purposes, appeared to be available after the hospital moved into its new quarters.

The College project became the main objective of the Elizabeth City Chamber of Commerce for the year 1960, while Paul Bradshaw was President. Under the able Chairmanship of Charles Gordon, the College Committee recruited the support of the County and City Governments and almost every organization in Pasquotank County.

On November 5, 1960, the people of Pasquotank County voted their approval for the new college by a healthy five to two margin. A charter was issued on December 16, 1960, and shortly thereafter Charles Gordon was elected by the first Board of Trustees to be their Chairman. Dr. C. Robert Benson, Jr., first President of the College of The Albemarle, was elected in March of 1961, and the College opened its doors to its first freshman class in September 1961. The first graduating class received their degrees on May 31, 1963. Over 80% of those graduates are now attending major four-year colleges.

The College of The Albemarle was the first college in the State chartered under the Community College Act, 1957. The 1963 Legislature,

in furtherance of Governor Terry Sanford's Educational Program, adopted an act, "To Promote and Encourage Education Beyond the High School in North Carolina." Among other things, this act authorized the establishment of Comprehensive Community Colleges. The new act became effective on July 1, 1963, and on that same date, at the request of the College Trustees and with the joint approval of the Board of Education and the Board of Higher Education of North Carolina, The College of The Albemarle became the first Comprehensive Community College in the State.

New technical programs in Drafting and Electronics are being added to the curriculum of the College under a separate Technical Division.

The College of The Albemarle received accreditation as a Junior College at the November 6-8, 1963 meeting of the North Carolina College Conference.

Location

The College of The Albemarle is located in Elizabeth City, Pasquotank County, North Carolina. With a population of 16,000, Elizabeth City is the center of commerce, industry, and culture of the Albemarle Sound area.

The College is housed in the building formerly used as Albemarle Hospital on Riverside Avenue and Carolina Avenue, less than a mile from the center of the city. The office of The College of The Albemarle is located on the second floor of the building on Riverside Avenue.

Facilities

There are 12 classrooms, science laboratories, a snack bar and book store, student and faculty lounge areas, administrative offices, and a completely furnished library. The first three floors of the building have been completely renovated. The fourth floor is being renovated now. New laboratories and classrooms will be available in 1964. Adjacent to the College is the home of the President.

The College maintains no dormitory facilities. Each student either lives at home or must arrange his own living quarters in the vicinity of Elizabeth City. The College will assist students to find suitable quarters.

Gymnasium-Auditorium

The new gymnasium-auditorium will be under construction during the spring and summer months of 1964, and will be ready before the start of the Fall Semester (September 1964).

This major structure represents the first step forward in the development of The College of The Albemarle's facilities. It will have a collegiate size basketball court, bleacher seating capacity of over 500, and complete locker room facilities. A full equipped stage and auditorium seating for over 1,000 will add to the usefulness of this multi-purpose building.

Library

The College of The Albemarle Library has a basic collection of almost 10,000 volumes. A carefully selected group of approximately 90 periodicals is received regularly. In addition to the general circulating collection, the library supplements classroom instruction with reserve collections in each subject field especially selected and kept up to date. Reference and research materials are available on the undergraduate level. Students may also use the Elizabeth City Public Library.

Membership

The College of The Albemarle is an accredited member of the North Carolina College Conference, and has applied for membership in the Southern Association of Colleges and Secondary Schools and the American Association of Junior Colleges.

Credits earned at The College of The Albemarle in curricula leading to degrees are transferable to senior colleges and universities.

Counseling and Testing

The College provides counseling service for students by assigning each student to a member of the faculty according to his particular field of interest. The faculty advisor helps the student arrange his program of study at The College of The Albemarle and approves the courses to be taken prior to the registration for each semester. Subsequent changes in courses must be made through the advisor. The Dean and Registrar are also available to assist the student.

Students who desire help in clarifying their occupational goals may consult with the Registrar for occupational information sources and for information on aptitude and interest tests to aid in deciding on an occupation.

Technical and Vocational Program

Immediate steps were taken by the College to meet its new responsibilities as a Comprehensive Community College. Courses in Shop Mathematics and Blue Print Reading, at the vocational level, are now being offered in the evening. Additional courses in Drafting, Electronics

and Sheet Metal work are available and comprehensive programs in these areas of study are covered by separate announcements.

Adult Education

The College of The Albemarle has established evening classes on a semester basis, offering the regular liberal arts program and certain vocational courses. Classes are held from 7:00 o'clock until 9:30 o'clock each evening, Monday through Thursday. As the need arises, other courses, credit and non-credit, will be added to the curriculum.

Employment Service

The College assists students in securing part-time or full-time employment during their enrollment at The College of The Albemarle and gives special attention to the placement of students who graduate in the terminal curricula. Application should be made in person at the office of the Registrar.

GENERAL REGULATIONS

Requirements For Admission

For admission to College of The Albemarle as a candidate for a degree, the applicant must have at least 16 approved units from an accredited four-year high school and must satisfy the Committee on Admissions and Credits as to his intellectual, physical, emotional, social, and moral fitness to undertake the academic work at the College.

Prospective students are encouraged to take College Entrance Examination Board tests during their senior year in high school. This will help the College meet its obligation to place each student in the proper program.

Preparatory training should emphasize the traditional academic subjects. The recommended high school credits include:

English	4 units
Foreign Language	2 units
Mathematics	2 units
Social Studies	2 units
Natural Science	1 unit
Electives	5 units

Students who plan to transfer to other colleges should consult the catalogs of those institutions for entrance requirements.

The College admits a limited number of students who have been graduated from secondary schools but who are not candidates for a degree. These students are classified as Special Students and do not have class standing. Students carrying fewer than 12 hours because of reasons of health or other special considerations will pay Special Student Rates.

Physical Examination

Every student is required to have a physical examination prior to registration in the fall. Each student should show evidence of having taken polio shots.

Freshman Orientation Period

The purpose of the orientation program is to introduce the student to his new environment, and to acquaint him with the policies and ideals of the College. Receptions, assemblies, lectures, and open forum discussions are held to help him prepare for the beginning of college life.

Veterans

New students eligible to enter with veterans' benefits should apply

to the Veterans Administration for certificates or supplemental certificates of entitlement. This should be done some weeks in advance in order to have the certificates ready at the time of registration. Veterans transferring from other colleges or universities should make their applications to the VA before leaving their former schools.

Class Attendance

Class attendance is regarded as an essential part of the educational process at The College of The Albemarle. The student is expected to benefit by classroom discussions as well as by his daily assignments. In an educative process, a student loses an irreplaceable value when he misses class.

Classwork missed while students are away on College-approved business or because of illness is excusable and should be made up to the satisfaction of the instructor. Although make-up work will not in all cases remove the full adverse effect of the absence, a faculty member will cooperate with the student in his attempt to make up his loss when such absence is necessary.

Each student in good standing is permitted three unexcused absences from each class per semester. Absences in excess of this number will only be excused upon the presentation of a doctor's verification of illness. Any student accruing unexcused absences in excess of the number allotted will be subject to a loss of one quality point from those earned during the semester for each unexcused absence.

All absences in excess of the allotted number are subject to review by the Academic Affairs Committee.

Students on academic probation will not be allowed any unexcused absences.

No student will be given credit for any course unless that student has attended at least 75 per cent of the total number of classes in that semester.

Three unexcused tardies count as an unexcused absence.

To make up a scheduled or previously announced test from which he has an excused absence, the student must secure written permission from the Dean. He should then present the permission to the instructor who will arrange to give the test at a later date. The full responsibility for making arrangements to take the tests rests upon the student.

Change Of Course

To change a course it is necessary for a student to get the written permission of his Advisor, the Dean, and the Registrar. No

student will be permitted to change a course after the first week of a semester.

Withdrawal From College

A student who withdraws is expected to confer with his advisor and clear through the office of the Registrar, the Dean of the College, and the business office. Any student who leaves the College without written permission will receive a mark of F in all courses.

Students may withdraw from a course without loss of credit, with the approval of the Dean of the College only during the first six weeks of the semester.

System Of Grading

Each student receives a grade in his courses at the middle of the semester and at the close of the semester. The mid-semester grades do not appear on a student's transcript; they are designed to give the student an indication of his progress.

The system of grades is as follows:

<i>Grade</i>	<i>Significance</i>	<i>Quality Points</i>
A	Superior (93-100)	3 per sem. hr.
B	Good (85-92)	2 per sem. hr.
C	Average (77-84)	1 per sem. hr.
D	Poor but passing (70-76)	0
E	Conditioned failure	0
F	Failure	0
I	Incomplete	0
W	Withdrawal	0

Quality points, the numerical equivalent of the letter grade, are used to determine the student's rank in class and academic honors. A quality point average of 1.00 or better in 64 hours of course work is necessary to meet grade requirements for graduation.

Conditions, Incompletes, Failures, And Withdrawals

A grade of conditioned failure (E) may be removed by re-examination. This must be accomplished before the end of the following semester.

An incomplete (I) is given only when circumstances do not justify giving a specific grade. It must be removed by the end of the next semester following the one in which the incomplete was received. If not removed within this time, the incomplete becomes a failure (F).

A failure (F) cannot be removed from a student's record. How-

ever, if a course is repeated, the second grade is recorded as the final grade for the course.

A withdrawal (W) is given only when a student withdrawing from college before the end of a semester is doing passing work in the course. Otherwise a grade of failure is recorded.

Probation

At least a "C" average is necessary to satisfy the College's academic requirements. Records of students whose grades fall below this average in any term are reviewed by the Academic Affairs Committee which may suspend, warn, or place these students on probation.

Students on academic probation are expected to make a term average of "C" in their first probationary semester and a cumulative average of "C" in all of their work including the two probationary semesters. The committee removes those who make satisfactory progress from probation and asks those who do not show adequate improvement to discontinue their studies. One academic term must elapse before students dropped for failure to maintain normal academic progress are eligible for reinstatement. Requests for reinstatement are sent to the Academic Affairs Committee.

When a student is suspended, placed or continued on probation, or removed from probation, he and his parents receive official notification.

Dismissal

The College reserves the right to suspend or dismiss any student when it believes such action is in the best interest of the College or the student. This may be done by the Faculty in executive session.

Schedule Of Studies

Sixteen hours of college work is considered the normal student load, and each student is expected to carry this amount of work. Permission must be obtained from the Registrar of the College for scheduling less than 12 or more than 17 hours.

Dean's List

In order to qualify for the Dean's List, a student must take a minimum load of four subjects (at least twelve semester hours of work) and maintain at least a "B" average, with no grade lower than a "C."

Commencement Marshals

The rising sophomores who have maintained the highest scholastic average during their freshmen year are honored by being named Commencement Marshals. The marshal who has the best academic record is designated chief marshal.

Admission Requirements For Transfer Students

A student wishing to transfer to The College of The Albemarle must be able to meet the admission requirements in effect at the time of his application and to provide proof of his eligibility to return to the institution which he last attended.

Transferable Credits

Credit is given for satisfactory work in accredited institutions insofar as it parallels the work offered at The College of The Albemarle. However, no more credit hours in a given field may be transferred than the quality points earned by the student in that field.

Requirements For Graduation

A minimum of 64 semester hours of work is required for graduation, of which 30 hours must be earned at The College of The Albemarle. Upon the satisfactory completion of one of the prescribed courses listed in the following pages, a student is awarded a diploma and the title of "Associate in Arts."

Fees And Expenses

The College of The Albemarle seeks to provide an educational opportunity at the lowest cost possible which will afford high quality instruction and reasonable student facilities. Tuition and fees will cover only a part of the instructional and operating cost of the College. The difference between such costs and the amount paid by the student will be met by income from a special tax levy in Pasquotank County, funds from the State of North Carolina, and gifts of friends who recognize the value of the opportunities offered by College of The Albemarle.

An application fee of \$10.00 will be charged all students. This fee must accompany each application, and is refundable only in case the student is not accepted by the college. This \$10.00 application fee will be credited to tuition for the first semester of attendance. The application fee is forfeited if the applicant does not enroll during the school year for which the application was made and accepted.

The College of The Albemarle reserves the right to change any fee or regulation without notice.

Expenses to the Student for the Year

Tuition

Residents (15 or more semester hours)	\$ 60.00
Non-Residents (15 or more semester hours)	\$150.00
Reduced Hours (less than 15 hours) Special Students	
Residents	per semester hour \$ 4.00
Non-Residents	per semester hour \$ 10.00
Registration Fee	(once a year) \$ 2.00
Late Registration Fee (paid in addition to Registration Fee)	
Change of Schedule (each drop or addition)	\$ 1.00
Transcript Fee (no charge for first transcript)	\$ 1.00
Activity Fee—paid each semester	\$ 10.00
Freshman Beanie	\$ 1.00

Cost of books and supplies while varying somewhat according to the course of study will cost approximately \$30 a semester.

All members of the graduating class will pay a Cap and Gown rental of eight (\$8.00) dollars at the beginning of the Spring Semester of the year in which they expect to graduate.

Registration

Students must register on the day designated for registration. Late registration is permitted within one week after classes start but only with the approval of the Registrar and Dean.

Payment Of Fees

All charges for tuition and fees are due and payable on the day of registration. Checks and money orders should be made payable to The College of The Albemarle.

Refunds

Refunds of 2/3 of the tuition paid will be made when withdrawal occurs before the end of the first month of the semester. This policy applies to evening school as well as day school, but not to the Summer Session.

Transcripts Of Records

Upon request of the student, a record of academic credit earned at The College of The Albemarle will be sent to any college or university.

Each student is entitled to one official transcript of his work, provided all accounts with the College have been settled satisfactorily. A student requesting an additional transcript should enclose one dollar for this service.

Readmission Requirements

The College reserves the right to declare a student ineligible to return if his grades do not indicate satisfactory progress.

Financial Aid For Students

In recent years the cost of attending colleges and universities has risen considerably and with it there has been an increase in the need for financial assistance. To meet this need, College of The Albemarle has arranged its financial aid program so that scholarship grants, loans, and employment all play an important part.

Awards are based upon consideration of merit and need. Merit is judged by the same factors considered in connection with admission—high school grades and rank in class, scores on the College Board Test, and other indications of probable success in college and later life.

Need is judged by the total financial picture of the student and his family; not only gross income, but also the number of young children, debts, and other obligations such as serious illness are taken into consideration. An outstanding student who is in a position to pay all his own expenses may apply for an honor scholarship as a symbol of merit.

Financial aid is of three types:

Scholarships: These involve direct money grants or waiver of fees. A list of scholarships available at The College of The Albemarle may be secured from the President. Applications for these scholarships should be made to the Chairman of the Scholarship Committee.

Loans: A student who qualifies for financial assistance may borrow from the College to cover part of his expenses. Loans are offered in addition to or in place of scholarship assistance. Some bear no interest while the recipient is a full-time student, while others bear a modest interest charge. Loans allow students to transfer expenses from their college years to the years immediately after college when the average graduate enjoys a substantial income. The College will participate in the Loan Fund of the National Defense Education Act. Details may be secured from the Business Manager.

Campus employment: Students are employed in a number of part-time positions, such as library and clerical assistants. Preference is given to those who demonstrate the need of financial assistance. Help also is given in finding full-time off-campus employment during summer months.

Anditing Courses

Students who wish to audit courses must register through the College office. Auditors receive no credit and are not required to attend classes, participate in class discussion, or take tests and examinations. Auditors will be charged the same fees as special students.

Indebtedness to the College

No student may register for a new semester, obtain an official transcript of his record, or graduate if he is indebted to the College.

STUDENT ACTIVITIES

Student Government

Students receive practical experience in responsible citizenship through participation in a program of self-government. All students are automatically members of the Student Government Association. Officers are chosen each year, and each class is represented in the Student Government Association. The object of this Association is to regulate all matters of the student community which do not fall under the immediate jurisdiction of the administration and faculty.

Activities And Organizations

There are a number of organizations and societies on the campus designed for students with particular interests, including departmental clubs and theater groups. Students who are interested in writing will find opportunities to contribute to or work for campus publications.

Recreation

Various programs of recreation and entertainment are planned and carried out by the students under faculty supervision. Formal and informal dances are held during holidays and other special occasions throughout the year. Other programs which attract major interest and participation include social hours, picnics, and receptions. Suggestions of the students are used in planning additional activities.

Class Organizations

Each class has its own organization, elects its officers and representatives to the Student Government Association each year, and has an advisor from the administration or faculty.

Student Activity Fee

A basic student activity fee is charged each student. This entitles the student to admission to all dramatic productions, and other entertainment sponsored by the College.

Dolphin's Den and Bookstore

The College operates a snack bar (the Dolphin's Den) and a bookstore for the convenience of the students on the first floor of the College building.

Athletics

The College has had basketball and golf teams each year. They play neighboring Junior College and College Freshman teams.

Other sports will be added to the program as the need develops.

PROGRAMS OF STUDY

The programs of study contained in the following pages are classified as "College Parallel", or "Terminal". Those in the former category are intended for students who plan to transfer to a university or a senior college after completion of lower division work at The College of The Albemarle. Those in the second category are intended for students who do not plan to enter senior institutions, but wish to gain the best possible training in specific fields during two years of college and to enter their chosen vocation on graduation from The College of The Albemarle.

Any of the academic courses offered by the College for credit, if properly selected, should be accepted for transfer to a senior institution and should count, without loss of credit hours, toward a bachelor's degree. But a student who expects to continue his college career or to enter a professional school after leaving The College of The Albemarle should consult the catalog of the institution he expects to attend and select his courses accordingly. Although the Registrar or an advisor will gladly assist the student in choosing the courses that will assure junior standing in the senior institutions, the final responsibility for selecting the proper courses must rest with the student.

Sixteen semester hours is considered the normal load for a full-time student. Sixty-four semester hours of academic study is required to qualify for graduation and the degree, the "Associate in Arts."

COLLEGE PARALLEL PROGRAM

	<i>Liberal Arts</i>	<i>Semester Hours</i>
FIRST YEAR		
English 11-12	6
History 11-12	6
A Science Sequence 11-12	6
Electives (6 hrs. foreign lang.)	9
Mathematics 11 or 12	3
Physical Education	2
	32
SECOND YEAR		
English 21 or 23	3
Dramatic Arts 23 (speech)	3
Social Science	6
Electives	18
Physical Education	2
	32

Business Administration

*Semester
Hours*

FIRST YEAR

	<i>Semester Hours</i>
English 11-12	6
History 11-12	6
Mathematics 11 or 12	3
Social Science Electives	6
Electives	9
Physical Education	2
	—
	32

SECOND YEAR

	<i>Semester Hours</i>
English 21 or 23	3
Economics 23-24	6
Science Sequence	6 or 8
Electives	4 or 5
Business Administration 21-22 (acctg.)	8
Physical Education	2
	—
	32

TERMINAL CURRICULA

Liberal Arts

FIRST YEAR

	<i>Semester Hours</i>
English 11-12	6
History 11-12	6
Science Sequence	6-8
Electives (6 hrs. foreign lang.)	9
Mathematics 11	3
Physical Education	2
	—
	32-34

SECOND YEAR

	<i>Semester Hours</i>
English 21 or 23	3
Dramatic Arts 23 (speech)	3
Electives (foreign lang.) (social science)	24
Physical Education	2
	—
	32

Business Education

*Semester
Hours*

FIRST YEAR

English 11-12	6
History 11-12	6
Business Education 11-12 (typewriting)	4
Business Education 13-14 (shorthand)	6
Business Administration 15 (math of finance)	3
Business Administration 16 (bus. org. & mgt.)	3
Physical Education	2
	—
	30

SECOND YEAR

Business Education 17-18 (adv. shorthand)	4
Business Education 19 (office mgt. & pract.)	3
Dramatic Arts 23 (speech)	3
Business Administration 21-22 (acctg.)	3
Business Administration 23-24 (economics)	6
Business Administration 25 (bus. law)	3
Business Administration 28 (bus. communications)	3
Elective	2
Physical Education	2
	—
	34

Business Administration

FIRST YEAR

English 11-12	6
History 11-12	6
Science Sequence	6-8
Business Administration 15 (math of finance)	3
Business Administration 16 (bus. org. & mgt.)	3
Electives	4-6
Physical Education	2
	—
	32

SECOND YEAR

English 21 or 23	3
Dramatic Arts 23 (speech)	3
Business Administration 21-22 (acctg.)	8
Business Administration 23-24 (economics)	6
Business Administration 25 (bus. law)	3

	<i>Semester</i> <i>Hours</i>
Business Administration 28 (bus. communications)	3
Electives	4
Physical Education	2
	—
	32



FACULTY COMMITTEES

- College Affairs— Dr. Hislop, Chairman; Miss Boomer, Mr. Jones, and Dr. Stowers.
- Academic Affairs— Dr. Stowers, Chairman; Mr. McCraw, Mr. Ford, Mr. C. Davis, and Mr. Salmon.
- Student Personnel—Mr. J. Trathen, Chairman; Mr. Crump, Mr. King, and Mrs. Boada.

COURSES OF INSTRUCTION



Courses numbered below 11 are non-credit courses and should be taken in summer school whenever possible. Freshman level courses are numbered 11 through 19, sophomore courses 21 through 29. Continuous courses, which must be pursued to completion for credit, are indicated by a hyphen, for example, 11-12. Others are listed with a comma separating the numbers.

BIOLOGY

Semester
Hours

- | | |
|---|-----|
| 11-12. <i>General Biology</i> | 4-4 |
| 11. <i>Zoology</i> —An introduction to the science of animal life. The major groups of animals are studied on their structures and adaptations to their particular environments. | |
| 12. <i>Botany</i> —A study of fundamental biological principles and of selected plant processes followed by a brief survey of the major groups of plants. | |
| 21-22. <i>Vertebrate Zoology and Comparative Anatomy</i> | 4-4 |
| The morphology, histology, development and environmental adaptations of the vertebrates. Dissections for the purpose of discovering homologies and analogies. Prerequisite: Biology 11-12. 2 class hours, 4 laboratory hours. | |

BUSINESS ADMINISTRATION

- | | |
|---|---|
| 15. <i>Mathematics of Finance</i> | 3 |
| Mathematical considerations in the solution of business problems, including percentage, cash and trade discounts, payrolls, simple and compound interest, bank discount, insurance, depreciation, markup, property and income taxes, installment buying, distribution of profits and dividends, stock and bond purchases and sales, graphs, introductory business statistics. | |
| 16. <i>Business Organizations and Management</i> | 3 |
| A survey of the business field with emphasis on basic principles of organization and management: forms of business ownership and internal organization, marketing functions, assemblage of resources for business operations, finance and financial institutions, insurance, managerial controls, law, public utilities, and taxation. | |

		Semester Hours
21-22.	<i>Principles of Accounting</i>	4-4
	The basic accounting concepts of assets, liabilities, and capital. Practical problems requiring the student to use the journal and general ledger; preparation and analysis of work sheets, the balance sheet, and the income statement. Semester I deals with the accounting problems of the individual proprietorship; semester II with the accounting problems of partnerships and corporations.	
23-24.	<i>Principles of Economics</i>	3-3
	Fundamental principles underlying basic economic concepts and the problems of modern economic society. Semester I surveys the nature of our private enterprise system, the role of government, evaluates our credit structure, and introduces national income accounting and analysis. Semester II is devoted to studying the forces which determine the composition and pricing of national output, the distribution of income, and the allocation of resources.	
25.	<i>Business Law</i>	3
	A study of the main principles of law which govern the daily conduct of business with emphasis on contracts and agency.	
28.	<i>Business Communications</i>	3
	A study of the principles of modern written business communication through the development of dynamic English grammar, with analysis and composition of the various types of effective business letters and reports. Prerequisite: English 12.	

BUSINESS EDUCATION

11-12.	<i>Typewriting</i>	2-2
	First semester: Mastery of keyboard and development of basic techniques leading to speed and accuracy. Second semester: Production speed and accuracy are further developed by mastery of correct typewriting techniques, with application of skills in typing business letters, manuscripts, statistical tabulations, minutes, reports, legal documents, and business forms.	
13-14.	<i>Beginning Shorthand</i>	3-3
	First semester: Emphasis is placed on the mastery of the word-building principles of the Gregg simplified system, with intensive drill on brief forms and correct writing and reading techniques. Second semester: Dictation continues at increasingly higher speeds with a goal of from 60 to 80 words a minute on new material.	

Semester
Hours
3-1

17-18. Advanced Shorthand

First semester: Designed to perfect the knowledge of theory, to widen the vocabulary range, to develop phrasing skill, and to achieve a speed of 80 to 100 words a minute. Second semester: Intensive drill is given in the production of mailable transcripts.

19. Office Management and Practice

3

Includes office methods and procedure, as well as administration and functions of a business office, enabling students to apply the basic principles relating to efficient office management. A study of layout, equipment, and development of familiarity with the operation of various office machines.

CHEMISTRY

11-12. General Inorganic Chemistry

4-4

The preparation, properties, and uses of the principle elements, non metallic and metallic, and their compounds, with attention to the fundamental principles and theory of inorganic chemistry. 3 class hours and 1 laboratory period of 3 hours a week.

21. Qualitative Analysis

4

The reactions and principles underlying analytical processes, the systematic methods for the separation and identification of basic and acid constituents, and the application to various analyses. Prerequisite: Chemistry 11-12. 3 class hours and 1 laboratory period of 3 hours a week.

22. Quantitative Analysis

4

Important gravimetric and volumetric methods of analysis. Prerequisite: Chemistry 11-12. 2 class hours and 2 laboratory periods of 3 hours a week.

DRAMATIC ARTS

11. Introduction to the Theater

3

Designed to acquaint the student with the general nature of dramatic presentation, including elements of dramatic structure, types of drama, and the contributions of the actor, director, designer, technician, and audience.

23. Fundamentals of Public Speaking

3

Speech preparation, composition, and delivery. Practical training in the presentation of short speeches. Prerequisites: English 11 and 12.

ENGLISH

*Semester
Hours*

9.	<i>College Reading (Reading Improvement)</i>	No Credit
	A course enabling the individual to obtain a firm grasp of the skills of more efficient reading. Lecture demonstrations are combined with actual laboratory work in which each student participates in modern techniques for building greater speed and comprehension in reading.	
10.	<i>Elementary English Grammar</i>	No Credit
	Required of all freshmen who fall below a specified level on the English placement test; emphasizes grammar but includes study of punctuation and a limited amount of writing under the direction of the instructor.	
11.	<i>English Composition</i>	3
	Practical application of grammar, mechanics, spelling, diction, and syntax in numerous themes logically developed from readings.	
12.	<i>Introduction to Literature</i>	3
	Introduction to literary forms emphasizing interpretative reading and written analyses.	
21-22.	<i>English Literature Survey</i>	3-3
	Study of great English masterpieces and literary history, English 21 includes literature through Neoclassical Age, English 22 continues the study to the contemporary period. Prerequisite English 11 and 12.	
23.	<i>American Literature Survey</i>	3
	A survey of American literature from the settlement of the colonies to the work of Whitman.	
24.	<i>American Literature Survey</i>	3
	American literature from Whitman to the present.	
25-26.	<i>Journalism</i>	3-3
	A general outline of the principles of newspaper practice followed by daily work in news gathering, reporting, and writing of news stories. Regular work on the college newspaper is required. Practice work will be arranged with the Elizabeth City daily newspaper. Prerequisite: English 11-12.	

FINE ARTS

Semester
Hours

- | | | |
|-----|---|---|
| 11. | <i>History of Art</i> | 3 |
| | A survey from Pre-Historic time of the development of art. | |
| 12. | <i>History of Music</i> | 3 |
| | A study of music styles and institutions, the men in music and the important events that shaped them. | |

FRENCH

- | | | |
|--------|--|-----|
| 11-12. | <i>Elementary French</i> | 3-3 |
| | An introduction to the essentials of French grammar, pronunciation, composition, conversation and civilization. Students who have acquired two high school units in French may not take French 11-12 for credit. | |
| 21-22. | <i>Intermediate French</i> | 3-3 |
| | A systematic review of grammar with attention to correct pronunciation, oral drill, composition, and special emphasis on the development of reading skills. Prerequisite: two years of high school French or French 11-12. | |
| 23-24. | <i>French Conversation</i> | 3-3 |
| | First Semester—French Conversation and Composition.
Second Semester—French Conversation and Civilization. | |

GEOGRAPHY

- | | | |
|-----|--|---|
| 21. | <i>Principles of Geography</i> | 3 |
| | The physical world and its relation to man with special emphasis upon the effects of climatic differences on population distribution and human occupations. *Required for certification for elementary school teachers. | |
| 22. | <i>Geography of North America</i> | 3 |
| | The geographical regions of the continent, climates, industries, natural resources, and human response to environment. Geomorphology provinces, urban pattern, and political geography of the United States are treated. The student prepares numerous maps and tables. *See 21 above. | |

GEOLOGY

- | | | |
|-----|---|---|
| 11. | <i>Principles of Geology</i> | 4 |
| | The earth, its origin and history; the processes that have pro- | |

*Semester
Hours*

duced and are producing change in its features; common minerals and rocks; map interpretation. 3 hours class work, 3 hours laboratory work.

HISTORY

- 11-12. *A Survey of Western Civilization* 3-3
European history from the era of pre-history to the present. The cultural and social development of the various ancient and European cultures is given equal emphasis with the course of events in political and economic spheres.
- 21-22. *A Survey of American History* 3-3
American History from the period of discovery and colonization to the present. Emphasis is upon certain fundamental themes in American history and forces that have shaped American life. History 21 covers the period from discovery to 1865; History 22 the years from 1865 to the present. Prerequisite: sophomore standing.
24. *North Carolina History*
The history of North Carolina from its first discoveries by the French and Spanish to the present. Political, agricultural, industrial, religious, educational, literary, and social developments receive proper attention. Recommended for all adults.
- 26-27. *A Survey of English History* 3-3
English history from the time of Britain's first contacts with the Roman world to the present. History 26 is a survey of English history to 1603; History 27 covers the period from 1603 to the present. Prerequisite: History 11-12.
28. *Political Science* 3
The origin, organization, and development of federal and state government in the United States will be emphasized and particular attention given to the national government in action.

MATHEMATICS

- 7 *Elementary Algebra* No credit
A thorough review of algebra on the secondary level. Designed for students who do not have sufficient high school units in algebra, or for those who do not make a satisfactory grade on the mathematics placement test but desire to take mathematics on the college level.

		Semester Hours
8.	<i>Plane Geometry</i>	No credit
	Required of all pre engineering students. Prerequisite: Math 7.	
11.	<i>College Algebra</i>	3
	A review of high school algebra; radicals, quadratics, functions and their graphs, ratio, proportion, variation, progressions, systems of equations, induction, complex numbers, theory of equations, determinants, permutations, combinations, probability, partial fractions, sequences, and series.	
12.	<i>Trigonometry</i>	3
	The solution of right and oblique triangles both with and without logarithms; trigonometric identities and trigonometric equations; line functions and graphic representation. Prerequisites: Math 8,11.	
13.	<i>Analytical Geometry</i>	3
	Loci of equations, the straight line, circle, parabola, ellipse, hyperbola, the general equation of the second degree, polar coordinates, transcendental curves, parametric equations, coordinates in space, planes and surfaces. Prerequisites: Math 11-12.	
14-15.	<i>Engineering Drawing</i>	3-3
	A basic treatment of modern conventions, theory and practice of engineering drawing. Instruction is given in the care and use of instruments, drawing materials and scales, methods of procedure in drawing, freehand lettering, geometric drawing, orthographic projection, working drawings, tracing, and blue printing. Prerequisite: Plane Geometry.	
21.	<i>Differential Calculus</i>	3
	Differentiation of functions, with application of the derivative to rates, length of tangents, normals and other topics; the subjects of maxima and minima, curvature, rates, and envelopes; drill on curve tracing. Prerequisites: Math 11, 12, 13; or Math 16-17.	
22.	<i>Integral Calculus</i>	3
	Integration. The constant of integration, the definite integral, drill on the methods of integration. The object is to enable the student to investigate without having to rely on any tables or set rules, and, having learned the principles of integration, to apply them to such subjects as areas, lengths of curves, volumes solids of revolution, and areas of surfaces of revolution. Prerequisite: Math 21.	

PHYSICAL EDUCATION AND HEALTH

Semester
Hours

- | | | |
|--------|--|-----|
| 11-12. | <i>Physical Education Activity</i> | 1-1 |
| | The beginning fundamentals of activities of low and high organization, including individual and team games to develop individual skills and athletic competencies. | |
| 13-14. | <i>Hygiene</i> | 1-1 |
| | Designed to present basic personal health knowledge, and to develop proper health habits and attitudes in the individual. Required of all first year students. | |
| 21-22. | <i>Physical Education Activity</i> | 1-1 |
| | Emphasis on individual sports—golf, tennis, badminton, bowling. Preparation for recreation after graduation. | |

PHYSICS

- | | | |
|--------|---|-----|
| 13-14. | <i>General Physics</i> | 4-4 |
| | Mechanics, heat, sound, light and electricity. Examples and experiments given throughout the entire course with a view to rendering it practical. Training in the manipulation of instruments employed in physical investigation, accurate measurements, and practice in properly recording and reducing the experimental data. 3 class hours, 3 laboratory hours. Prerequisite: Mathematics 11-12. | |
| 23. | <i>Meteorology</i> | 4 |
| | Subjects considered are: atmosphere, observation and instruments, evaporation, condensation, precipitation, adiabatic temperature changes, stability and instability, temperature variations and their relation to weather phenomena, wind systems, air masses, fronts, cyclones and anti-cyclones, weather analysis, weather forecasting, weather maps and sequence reports, and climate. 3 class hours, 3 laboratory hours. | |

PSYCHOLOGY AND EDUCATION

- | | | |
|-----|--|---|
| 21. | <i>General Psychology</i> | 3 |
| | An introductory course intended to give the student a general knowledge of the phenomena of the mind, to lay the foundation for further psychology work, and to provide a psychological basis for the study of education, sociology, and philosophy. | |
| 22. | <i>Educational Psychology</i> | 3 |
| | Inherited tendencies, laws of learning, laws of teaching, habit | |

*Semester
Hours*

formation, individual differences, formation of correct ideals and attitudes.

24. *Introduction to the Study of Education* 3
For students beginning professional training in teacher education. To acquaint the prospective teacher with four major aspects of education: the teaching profession, the school system, the teacher, and the pupil.

SEMINAR

22. *Research Seminar* 1
A non disciplined centered seminar designed to aid transfer students become better acquainted with the basis of research and paper writing on the under-graduate level. The seminar will require the directed writing and presentation of selected research topic. One class hour prerequisite: 3 semesters of academic work with an accumulative average of C.

SOCIOLOGY

21. *Introductory Sociology* 3
The origins and development of culture, the nature of personality and its relation to society, forms of collective behavior, community and social organization, and the basic social problems: the family, international relations, political and economic organization, and social development.

SPANISH

- 11-12. *Elementary Spanish* 3-3
Pronunciation, grammar, oral and written exercises, conversation, dictation and essay, introductory reading material. Students who have acquired two high school units in Spanish may not take Spanish 11-12 for credit.
- 21-22. *Intermediate Spanish* 3-3
For students with two years high school or one year college Spanish. Systematic review of Spanish grammar with some written composition and oral practice and with further reading of modern prose (short-stories, drama, etc.), by both Spanish and Spanish-American writers. Prerequisite: Spanish 11-12 or two years of high school Spanish.
- 23-24. *Spanish Conversation* 3-3
First Semester—Spanish Conversation and Composition.
Second Semester—Spanish Conversation and Civilization.

ANALYSIS OF STUDENT ENROLLMENT

FALL SEMESTER 1963-64

	Men	Women	Total
FRESHMEN	57	38	95
SOPHOMORES	33	23	56
	—	—	—
Total Day School Enrollment	90	61	151
EVENING SCHOOL	38	15	53
	—	—	—
Total Day and Evening School Enrollment	128	76	204

SUMMARY BY COUNTIES

Pasquotank	123
Camden	15
Currituck	17
Perquimans	15
Chowan	7
Dare	5
Washington	3
Craven	1
Edgecombe	1
Gates	1
Granville	1
New Hanover	1
Rutherford	1
Tyrrell	1
Wake	1
Hertford	1

SUMMARY BY STATES

North Carolina	194
Virginia	5
Arkansas	1
Florida	1
New Jersey	1
Ohio	1
Oklahoma	1

Total	204
-------	-----

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THE COLLEGE OF THE ALBEMARLE

Elizabeth City, N. C.

**PRELIMINARY APPLICATION
FOR ADMISSION**

Please forward application forms and other materials I may need to apply officially for admission.

Name _____

Address _____

Year of graduation or expected graduation from high school _____

I am interested in:

- | | | |
|--|--------------------------------------|--|
| <input type="checkbox"/> Biology | <input type="checkbox"/> French | <input type="checkbox"/> Sociology |
| <input type="checkbox"/> Business Admin. | <input type="checkbox"/> Geography | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> Business Educ. | <input type="checkbox"/> Geology | <input type="checkbox"/> Tech. Courses |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> History | <input type="checkbox"/> Drafting |
| <input type="checkbox"/> Dramatic Arts | <input type="checkbox"/> Mathematics | <input type="checkbox"/> Electronics |
| <input type="checkbox"/> English | <input type="checkbox"/> Physical Ed | <input type="checkbox"/> Pract. Nurs. |
| <input type="checkbox"/> Education | <input type="checkbox"/> Physics | <input type="checkbox"/> Other |
| <input type="checkbox"/> Fine Arts | <input type="checkbox"/> Psychology | |

REMARKS: _____

Mail To:

Registrar, The College of The Albemarle, Elizabeth City, N. C.

THE COLLEGE OF THE ALBEMARLE

EVENING CLASSES

During the Fall and Spring Semesters The College of The Albemarle offers college credit and non-credit courses at night. Credit classes meet once a week, two-hour-and-a-half sessions each night, 7:00-9:30 P.M. Each night session is the equivalent of three daytime fifty minute classes or one week.

Each year, most of the required Freshman and Sophomore classes are offered. If there is sufficient demand all of the courses required for graduation can be offered.

TENTATIVE SCHEDULE FOR NIGHT COURSES

FALL SEMESTER

REGISTRATION SEPT. 11th, 1964

CLASSES MEET SEPT. 14th-JAN. 22nd
(once a week)

History 11, Survey of Western Civilization
History 21, Survey of American History
B. A. 25, Math of Finance
Math 11, College Algebra
English 11, 1st Sem. Freshman English
English 21, English Literature Survey

SPRING SEMESTER

REGISTRATION JAN. 25th, 1964

CLASSES MEET JAN. 26th-MAY 26th
(once a week)

Math 12, Trigonometry
History 12, Survey of Western Civilization
History 22, Survey of American History
English 12, Freshman English
English 22, English Literature Survey

Write for or Call and Ask for an Evening School Schedule, The College of The Albemarle, 1515 Riverside Ave., Elizabeth City, N. C. Call 335-5461.

COLLEGE OF THE ALBERNI

GYMNASIUM - AUDITORIUM

Will Be Ready For Occupancy September 1964



Architectural Rendering by Philippe W. Chiasson, Architect